



**REPUBLIC OF NAURU  
GOVERNMENT GAZETTE  
PUBLISHED BY AUTHORITY**

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No. 233

2<sup>nd</sup> November, 2023

Nauru

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G.N.No. 1216/2023

**APPOINTMENT OF SECRETARY FOR HEALTH AND MEDICAL SERVICES**

It is notified for general information that on Wednesday 1<sup>st</sup> November 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru, has approved the following:

- 1) To accept the resignation of Ms. Greta Harris as the substantive Secretary for Health & Medical Services;
- 2) To appoint Mrs. Beryl Scotty as the new substantive Secretary for Health & Medical Services with effect immediate.

DATED this 1<sup>st</sup> day of November, 2023.

**MICHAEL ANGELO DIMAPILIS  
ACTING CHIEF SECRETARY**

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G.N.No. 1217/2023

**REVOKE THE APPOINTMENT OF SECRETARY FOR INTERNAL AFFAIRS**

It is notified for general information that on Wednesday 1<sup>st</sup> November 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru, has approved to revoke the appointment of Mrs. Mary Tebouwa as Secretary for Internal Affairs.

DATED this 1<sup>st</sup> day of November, 2023.

**MICHAEL ANGELO DIMAPILIS  
ACTING CHIEF SECRETARY**

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G.N.No. 1218/2023

**APPOINTMENT OF SECRETARY FOR INTERNAL AFFAIRS**

It is notified for general information that on Wednesday 1<sup>st</sup> November 2023, Cabinet, pursuant to Article 68, clause (3) of the Constitution of Nauru, has approved to appoint Mrs. Monisa Cecil as Secretary for Internal Affairs with immediate effect.

DATED this 1<sup>st</sup> day of November, 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1219/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(6)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officers' appointment is effective as follows:

**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT & AGRICULTURE**  
(Agriculture)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Buckley Dabana	Extension Officer Band 4.1 - \$13,503 per annum	17/3/2023
Tevita Agigo	Extension Officer Band 4.1 - \$13,503 per annum	17/3/2023

DATED this 23<sup>rd</sup> day of October, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 1220/2023

**PUBLIC SERVICE ACT 2016**  
**SECTION 27(2b)**

**NOTICE OF APPOINTMENT**

It is notified for general information the following officer's appointment is effective as follows:

**DEPARTMENT OF FINANCE**  
(Treasury)

<b>NAME</b>	<b>POSITION</b>	<b>EFFECTIVE</b>
Kali Dee Bernicke	Assistant Treasury Assessor Band 4.1 - \$13,503 per annum	11/1/2023

DATED this 1<sup>st</sup> day of November, 2023.

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1221/2023

**ENGAGEMENT TO MARRY**

**NAME OF PARTIES:**

Robert Samson of Aiwo District, and  
Gorgeous Roland of Aiwo District.

Mitya Engar of Anibare District, and  
Margaret Detabouw of Uaboe District.

**DATE OF ENGAGEMENT:**

31<sup>st</sup> October, 2023

5<sup>th</sup> November, 2023

**HON. RUSS JOSEPH KUN, M.P**  
**MINISTER IN CHARGE**

G.N.No. 1222/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT & AGRICULTURE**  
*(Environment)*

**POSITION** : Biodiversity Sustainable Land Management Officer  
**SALARY** : Band 6.1 - \$15,172 per annum

**PRIMARY PURPOSE OF ROLE:**

The Biodiversity and Sustainable Land Management (SLM) officer will be responsible for implementing the strategies and goals of the National Biodiversity Strategic Action Plan and the National Action Plan for sustainable land management. Also, to provide assistance and support to the Biodiversity and SLM unit data collection, research, policy advice and implementation of the relevant projects to meet the obligations under the UNCBD and the UNCCD.

**DUTIES/RESPONSIBILITIES:**

- Work with the regional and international partners and implementing agencies to develop and implement projects
- Support the Environment Division in the development and enforcement of the National Environment Management Bill especially on conservation, ABS and SLM related issues
- Collaborate with the private sector and Government agencies in ensuring the goals of the UNCBD and UNCCD are met
- National data compilation and Data reporting to the UNCBD and UNCCD
- Ensure the goals of the relevant strategies and action plans are implemented
- Provide support and advice to the Biodiversity and SLM manger and the Director of Environment
- Attend trainings and meetings in-country or overseas and report back to the team leader
- Manage and coordinate awareness raising activities to promote biodiversity and sustainable land management practices
- Provide support and assistance in coordinating key assessments of biodiversity and SLM
- To assist in the updating and review of key documents and strategies

**QUALIFICATIONS & EXPERIENCE:**

- A qualification in Environmental science is preferred
- Experience in environmental work is preferred
- Some experience in working in or managing projects
- Should have completed Year 12 schooling or an appropriate tertiary qualifications preferred
- Ability to plan, prioritize, and co-ordinate workload on order to meet deadlines
- Ability to communicate highly effectively both in English and Nauruan language
- Ability to be able to present in meetings
- Ability to effectively manage and implement projects
- Well versed in Microsoft office applications
- Ability to conduct interviews and produce reports
- Ability to work within a team environment and under own supervision using initiative

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 10<sup>th</sup> November, 2023.**

DATED this 19<sup>th</sup> day of October, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 1223/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF FINANCE**  
*(Treasury)*

**POSITION** : Assistant Reconciliation Officer  
**SALARY** : Band 5.1 - \$14,313 per annum

**PRIMARY PURPOSE OF ROLE:**

The primary purpose of this role is to support the Director to deliver the outcomes of the team and ensure the timely and accurate reconciliation of the general ledger and procurement activity consistent with the Financial Instructions, policies and procedures, to support value for money outcomes.

The reconciliation and reporting team is responsible for the accuracy of the general ledger, including the reconciliation of general ledger accounts, bank account reconciliation, oversight of procurement activity, and reporting. This includes the timely review, reconciliation and remediation of the account, and oversight of procurement activity, including maintaining the relevant legislative framework, compliance and reporting. It is also responsible for timely financial reporting to key stakeholders, including senior management and Ministers as required, and to support the Chief Accountant to prepare the annual financial statements.

Through contributing to team deliverables, the officer ensures the effective achievement of the Division's objectives with impeccable integrity and effective risk management, to a level that can withstand external scrutiny.

**DUTIES/RESPONSIBILITIES:**

1. Contribute to the team meeting its deliverables ensuring that Treasury Division objectives are achieved consistent with better practice and international standards, and that fiscal risks are identified and mitigated.
2. Undertake the timely and accurate reconciliation of the general ledger, including payroll, Our travel, overseas mission, NRPPC ensuring funds are disbursed in a timely and accurate way, issues resolved, and the FMIS is accurate
3. Undertake the daily reconciliation of cash between the bank accounts and the general ledger, ensuring timely resolution of issues and accurate recording of transactions, to ensure the FMIS is accurate.
4. Undertake review and assessment of procurement activity to ensure that all relevant legislation policies and procedures are followed and goods are delivered to departments consistent with the approved procurement.
5. Accurately record GON assets on the FMIS, including the maintenance of the register and its regular updating.
6. Contribute to research and analysis on financial and procurement performance and draft reports
7. Manage high workloads, delivering and balancing the expectations of different internal and external stakeholders.
8. Build productive working relationships with colleagues and stakeholders, supporting a positive and resilient team culture
9. Other duties as directed.

**QUALIFICATIONS & EXPERIENCE:**

- Higher school certificate
  - Certificate in Accounting, Business Studies or equivalent from a recognised University is highly desirable
  - Up to 1 years' experience in a similar role in public service administration and oversight, delivering programs or managing payments.
1. Commitment to achieving results, taking responsibility and committing to action
  2. Ability to analyse and solve problems with practical solutions
  3. Demonstrated ability to work independently and seek guidance when needed

G.N.No. 1223/2023 (Cont'd)

4. Good oral and written communications skills
5. Good attention to detail
6. Capacity to utilize computer programs to support daily operations
7. High standard of integrity and commitment to personal development
8. Flexibility and resilience, with a demonstrated ability to work in a complex and challenging environment
9. Demonstrated ability to liaise, discuss and work effectively with other people
10. Service oriented approach, with a commitment to supporting the operational and corporate environment of the Treasury

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 17<sup>th</sup> November 2023**.

DATED this 1<sup>st</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1224/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Training & Development)*

**POSITION** : Administrative Officer NHPTI  
**SALARY** : Band 4.3 - \$13,619 per annum

**PRIMARY PURPOSE OF ROLE:**

- The Administrative Officer position is responsible to manage the administration office for NHPTI and coordinating meetings bookings for the Training & Development division including the compilation and preparation of meeting minutes as required
- The position also has overall responsibility for the clerical staff while reporting to the Director of Training and Development and to assist the Officer Manager in any administrative matters as assigned
- Maintaining and updating the Hospital's database, inventory, and filing systems
- Organising and sending policies, bills, contracts and invoices to all Training & Development Division
- The position is also responsible for updating of staff warning profiles, updating the reliever and reminding the DHA of meetings to be held with staff departments

**DUTIES/RESPONSIBILITIES:**

- Required to attend Senior Management Team Weekly meetings to update on specific issues and other proposed committees
- Coordinating and follow up ICT issues to ICT help desk for the department
- Maintain and update weekly fuel updates for the department
- Maintain and organise staff ID's for the department in a timely manner and maintain and update staff driver's license for the department
- Coordinating, compiling and preparation of meeting minutes for DAH, DMS & NHPRB

G.N.No. 1224/2023 (Cont'd)

- Updating of action plans and agenda items for next meeting
- Stock management/ordering of ICT consumables (RONH only)
- Draft letters and notices as assigned by Director of Medical Services and Director Administration Health
- Coordinate staff salary benefits and re-numeration matters with Human Resources, Chief Secretary
- Assist the Director Administration Health in implementing human resource and financial management systems according to policies as assigned
- Assist (or refer to) the Director Administration Health in matters of complaints from staff, patients or visitors to the hospital
- Maintain confidentiality of any information received in the work place at all times
- Any other duties as requested by the NHPRB Chairperson or members
- Maintain neat and orderly filing system and maintain a clean and tidy work environment
- Maintaining confidentiality while updating the Hospital's database and filing systems and of any information received in the work place at all times
- Answering phones, taking messages, directing calls, answering correspondence and preparing outgoing mail where necessary and organising and sending policies, bills, contracts and invoices out
- Operating photocopiers, scanners, fax machines, personal computers and voicemail systems
- Maintain and updating inventory, database, mailing and filing systems
- Organising and mailing bills, policies, checks, contracts and invoices
- Maintain a good tardiness report during any pair review
- Supporting all line-managers and colleagues and be focused with assignments
- Communicating and dealing with the public/customers e.g responding to queries and providing information face-to-face, by telephone or via email
- Providing the highest quality standards in customer service
- Checking all work thoroughly to ensure it is completed to a high standard
- Approaching work in a careful and methodical manner, displaying accuracy at all times, even when conducting routine/repetitive work, take minutes of meetings and dictations as directed as well as assist in office management and organisation procedures
- Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages and assign duties to clerical staff as needed
- Assist the Director of Health Administration in the process of staff warnings as assigned
- Perform other duties identified and directed by the Director of Health Administration (DHA), the Deputy Secretary of Health and medical services/Director of Medical Services (DMS) and the Secretary for Health and medical services

#### **HEALTH AND SAFETY**

- Be responsible to take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment

#### **QUALIFICATIONS & EXPERIENCE:**

- Certificate/Diploma in Management/Secretarial Studies or equivalent 3years minimum experience in the management/secretarial field
- Basic Life Support
- Infection Control

G.N.No. 1224/2023 (Cont'd)

- 1 year minimum experience in the secretarial field
  - Familiarity with office procedures and basic accounting principles and working knowledge of office devices and processes
  - A fast typist with knowledge in stenography and taking dictations
  - Very good knowledge of MS Office. Excellent communication skills, Very good organisational and multi-tasking abilities
- Administrative Officer must do the following :
- **Team working** : show respect for colleagues, offer ideas, and know your role on a team
  - **Customer Service** : Provide relevant information to patients while remaining friendly and polite
  - **Efficiency** : The capacity to complete work to a high standard while always meeting deadlines
  - **Organisation** : The ability to prioritise tasks, and ensure everything runs smoothly within the office
  - **Technical Skills** : You must know how to use relevant tools such as IT systems, The Microsoft Suite, and company policies
  - **Results-Orientated** : Checks completed work thoroughly to ensure it is of a high standard and shows flexibility to get tasks done
  - **Actively listen** to others and try to understand their requirements and perspectives
  - Understand the steps and processes you must go through and learn how to explain them to patients clearly
  - **Show firmness** when necessary, and communicate with authority and confidence
  - **Remain courteous and respectful** even in difficult situations. Good command of written and oral English MS Word and Excel

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday, 17<sup>th</sup> November 2023**.

DATED this 2<sup>nd</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1225/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Public Health)*

**POSITION** : District Health Worker  
**SALARY** : Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

A **District Health Worker** is responsible for implementing Health Promotion Programs through zonal health programs and community consultative groups, to serve as a member of district consultative groups, to communicate with district leaders and communities in matters regarding health promotion and disease prevention.

G.N.No. 1225/2023 (Cont'd)

**DUTIES/RESPONSIBILITIES:**

**HEALTH PROMOTION**

- Support implementation of health promotion activities for communities/groups to effectively meet health promotion needs

**PREVENTION**

- Provide support to prevent Health Problems
- Preventive roles in Reproductive/Women Health
- Preventive roles for Family Planning
- Preventive roles in Infant, Child and Adolescent Health
- Preventive roles for Gender/Intimate Partner Violence as well as child and elder abuse
- Preventive roles for Sexual Health, Sexually Transmitted Infections
- Preventive roles for Illness/Injury/Good Nutrition
- Preventive roles in Non-Communicable Diseases, supporting implementation of the NCD strategy
- Preventive roles in Communicable Diseases
- Support Emerging Pandemic Preparedness, immunisation program and other infectious disease programs

**COMMUNITY NEEDS ASSESSMENT & PROFILES**

- Maintain liaison with community groups and continuously monitor their health needs

**HEALTH SCREENING & SURVEYS**

- Conduct or assist in implementing public health surveys and screening activities
- Undertake clinical assessment for example : Taking a Patients Temperature, Pulse, Blood Pressure, Respiration Rate, Weight, Height, determining a BMI, taking a Blood Glucose Reading & Understanding Patient Assessment
- Support diabetic/CVD screening
- Support school child health screening

**SCHOOL HEALTH PROGRAM**

- Support the nutrition program for implementation of school food policies; including healthy eating patterns in childhood and adolescence
- Support and promote physical activities in schools
- Educate children and adolescence on prevention of tobacco use and addiction

**ENVIRONMENTAL HEALTH**

- Promote safe home environments i.e., safe household water, safe drinking water and better hygiene measures, water management practices (adequate sanitation),
- Support implementation of preventions interventions and activities in different settings i.e., workplace.

**OUTREACH**

- DHWs are integrated as a member of multidisciplinary health teams for outreach and mobile patrols
- Support identified vulnerable populations

**DISEASE OUTBREAKS AND RESPONSE**

- Support in surveillance programs, quarantine, point of care testing (POCT) once competent in the procedure

**TRAINING UPSKILLING, CONTINUOUS LEARNING**

- Promote an environment for professional development and lifelong learning, contribute to the education and training of others

G.N.No. 1225/2023 (Cont'd)

- Participate in training opportunities to ensure DHWs keep abreast of contemporary health promotion strategies and basic clinical skills for patient screening
- Strengthen primary health care services, ensure ongoing training of the essential elements of primary health care practice
- Participate in the Performance Appraisal process

#### **SUPPLIES - IEC**

- Maintain community education materials and equipment, store and re-stock essential PHC supplies

#### **ORGANISATIONAL AND CQI**

- Contribute to the development of a strong and progressive health promotion-communication team that work productively to achieve MHMS Public Health goal and objectives
- Contribute to a high quality work environment through effective working relationships and information sharing
- Identify, and report risk management strategies in line with the organisational culture; recognize trends, opportunities and risks that affect public health programs
- Promote personal safety and that of others, and report hazards and defects to work equipment

#### **REPORTING**

- Keep information about the DHW activities
- Keep records of work carried out and provide reports to Public Health Division

#### **MONITORING**

- Partner in monitoring the district health status and district health initiative
- Participate in participatory community education of public health programs
- Assist in monitoring district health status
- Assist in identifying needs, issues and views of public health program with managers and coordinators and suggest changes to public health programs where required and
- Perform other duties as assigned

#### **MEDIA**

- Supports Health promotion team on information relating to PHC health promotion prevention messages for use by different channels of the media

#### **QUALIFICATIONS & EXPERIENCE:**

- School leaver's certificate
- Certificate in CHW competencies (desirable)
- Strong member of the community
- Non-judgemental, confident and caring manner
- Demonstrated willingness to work as a member of a motivated team
- Take reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person
- Competent in clinical skills required for patient screening
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorised and for which they are not adequately trained

G.N.No. 1225/2023 (Cont'd)

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday, 17<sup>th</sup> November 2023**.

DATED this 2<sup>nd</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1226/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH**  
*(Training & Development)*

**POSITION** : POLHN COORDINATOR/LIBRARIAN  
**SALARY** : Band 7.1 - \$16,389.00 per annum

**PRIMARY PURPOSE OF ROLE:**

The Librarian/ POLHN Coordinator will be expected to take a highly effective role in the Management, development, promotion, and coordination of a wide range of services provided by the school library and the online programs. The incumbents is expected to work closely with NHPTI academic staff to ensure the library contributes effectively to the delivery of the curriculum and support students to develop skills necessary to make use of effective resources.

**DUTIES/RESPONSIBILITIES:**

**LIBRARIAN**

1. To have the overall responsibility for the management of health library.
2. To work with the academic staff to select, organise and purchase textbooks and learning resources which support the curriculum and learning and teaching programs.
3. To index, catalogue and classify library and other learning resources and develop and maintain accurate and reliable catalogue and lending systems.
4. To assist in developing, implementing, and maintaining a policy for the management and use of library resources.
5. To be responsible for the supervision of students/ trainee and others using the library resources and adherence to library policy.
6. To ensure that the library is tidy, and books always kept in order on the shelves.
7. To supervise the loan and return of books to staff and students.
8. To assist staff and students in their use of the library.
9. To maintain records of library stock and issues and send out overdue notices weekly.
10. To process and order new library stock in collaboration with the academic staff whenever required.

**Online program coordinator**

1. To coordinate online programs
2. To keep updated with current and new/free online courses offered by providers.
3. To support students and staff undertaking online programs and provide guidance, where appropriate in the use of ICT application and other library resource facilities.

G.N.No. 1226/2023 (Cont'd)

4. To ensure that all desktop computers are in good working condition by weekly checks and liaise with ICT for weekly updates, virus scans, and other services.
5. Update and inform health staff on new online courses on offer.

#### **GENERAL RESPONSILITIES**

1. Attend staff meeting whenever scheduled.
2. Produce weekly updates and monthly reports on library and other responsibilities.
3. Participate in annual Health Expo.
4. Take responsibilities for own personal and professional development in keeping up to date with new facilities and technologies relevant to the position.
5. Any other duties assigned by the Training and Development team.
6. Build on Networking with other institutions or other training providers for online programs etc.

#### **QUALIFICATIONS & EXPERIENCE:**

- Bachelor / Certificate in Librarianships
- Certificate in Information Technology/Computer science
- Pass in English
- Experience in librarianship and computer work
- Able to work in a team – flexible team working skills
- Ability to respond to change
- Ability to support students
- Effective communication skills both oral and written (English)
- Excellent computer skills
- Effective group facilitator skills
- High degree of organisational skills

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 17<sup>th</sup> November 2023**.

DATED this 1<sup>st</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

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G.N.No. 1227/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF HEALTH & MEDICAL SERVICES**  
*(Health Operations)*

**POSITION** : Cleaner Supervisor  
**SALARY** : Band 2.1 - \$11,577 per annum

**PRIMARY PURPOSE OF ROLE:**

- To Supervise cleaners and groundsman tasks and performances and to ensure that each staff has accomplished tasks daily in an efficient and timely manner.
- To ensure cleanliness of both RON Hospital and Naeoro Public Health Centre premises, which meets the minimum infection control standards
- Responsible in reporting to Operation Manager and Director of health, in collaboration with infection Control Manager

**DUTIES/RESPONSIBILITIES:**

- Responsible for briefing of the staff members first thing in the morning and who will assign them their jobs according to the job card sequence – Priority List dealt with first.
- Responsible for debriefing of the staff members before the end of the day and obtaining written reports from staff members what has been accomplished for the day.
- Responsible for reporting to the Operation Manager, of what jobs have been completed or need to be completed and what is needed to complete the jobs, e.g cleaning equipment, materials, etc..
- Attend OIC fortnightly/monthly meeting at ROHN.
- Seek training opportunities for self and other staff member, particularly on infection control
- Responsible for the Cleaners/Groundsman Roster
- Is required to submit monthly report to Director Health Operation Manager.
- Undertake semi-annual performance appraisal on each staff member within the unit and report outcome to Director of Health Operation.

**HEALTH & SAFETY**

- Be responsible to take reasonable care for his or her own acts or omission and the effect that these may have upon the safety of themselves or any other person
- Must use safety equipment or clothing in a proper manner and for the purpose intended
- Must work in accordance with any health and safety procedures, instructions or training that has been given
- May not undertake any task for which they have not been authorized and for which they are not adequality trained
- Is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangement or any defects in work equipment

**QUALIFICATIONS & EXPERIENCE:**

- Year 10 School certificate or certificate and training related field required
- 2 Years in field of Caretaker/Cleaner or equivalent
- Good understanding of written/spoken English
- Good understanding and application of Basic Life Support
- Good understanding and application of Occupational Health & Safety
- Good understanding and application in Infection Control
- Good understanding and application of Safe Training and moving techniques

G.N.No. 1227/2023 (Cont'd)

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 20<sup>th</sup> October, 2023.**

DATED this 19<sup>th</sup> day of October, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 1228/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF INTERNAL AFFAIRS**  
*(Family & Community Service)*

**POSITION** : Project Officer  
**SALARY** : Band 4.1 - \$13,503 per annum

**PRIMARY PURPOSE OF ROLE:**

- The role requires working independently with community sector faith group partners, to develop and support the delivery of projects to improve health and wellbeing, mainly at a community level.
- Collate and analyse data from a variety of sources and interpret findings for review by more senior colleagues and partners. This will include producing a reports or project work
- Provide information, advice and guidance to community sector partners, using technical experience and by applying best practice in community development
- Regularly communicate with other agencies and service providers to share information, build working relationships and to ensure joined up service provision
- Suggest improvements to current working methods to contribute to improvements in service delivery other
- Equal Opportunities we are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work
- Health and safety all employees have a responsibility for their own health and safety

**DUTIES/RESPONSIBILITIES:**

- Collaborating with other department leaders to define, prioritize, and develop projects
- Planning project management, including setting deadlines, prioritizing task, and assigning team members to various deliverables
- Analysing financial data. Including projects budgets, risks and resource allocation
- Provide financial reports and budget outlines to the Director for F.C.S & Budget Officer
- Oversee the development of the project and ensure that team members are carrying out their tasks efficiently
- Draft new and improving existing project management and processes
- Evaluate projects to ensure they are meeting Department standards, adhere to budget allocated

**QUALIFICATIONS & EXPERIENCE:**

- School leavers certificate
- Certificate in Community program

G.N.No. 1228/2023 (Cont'd)

- Require at least one or two years of experience working with young people, whether voluntary or paid
- To acquire experience through working with members in the community, volunteering in youth faith base organisations or undertaking individual work with people
- Ideal candidates to have experience in planning and organising recreational events for the youth and community as a whole, performing office administration duties, such as creating project plans and writing reports
- Must have a great understanding of the issue that affect the lives of the families and a commitment to help young people and will have various skills
- The ability to support family and act with integrity during stressful time
- Excellent people skills and the ability to establish lasting relationship
- Open mindedness and willingness to try out new things
- Excellent communication and presentation skills
- Compassion and patience with other people tolerance and time-flexibility
- Proven work experience as a Project Officer of similar role
- Strong leadership skills
- Good written and verbal communication skills
- Strong attention to details and technical abilities
- Excellent organisational and technical abilities
- Good interpersonal and multi- tasking skills

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday, 17<sup>th</sup> November 2023**.

DATED this 1<sup>st</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

G.N.No. 1229/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

Applications are invited from persons both inside and outside the Public Service for appointment, transfer or promotion to the following position:

**DEPARTMENT OF JUSTICE & BORDER CONTROL**  
*(Office of the Public Prosecutions)*

**POSITION** : Pleader Prosecutions  
**SALARY RANGE** : Band 11.1 - \$22,210 per annum

**PRIMARY PURPOSE OF ROLE:**

This position reports directly to the Director Public Prosecutions. Under the general supervision and guidance of the DPLD, the pleader will carry out the duties and responsibilities as assigned.

G.N.No. 1229/2023 (Cont'd)

**DUTIES & RESPONSIBILITIES:**

- Handle civil cases against the Republic under the guidance of the DPP;
- Attend Court with DPP to represent the Republic in civil and criminal matters;
- Assist DPP in the preparation of legal opinions and advice to the Government;
- Carry out and perform tasks assigned by the DPLD;
- Carry out research and provide advice to the DPLD;
- Drafting pleadings, memoranda and correspondence;
- Attend meeting with stakeholders;

Otherwise generally provide support to the Office of the DPLD

**KNOWLEDGE, SKILLS & EXPERIENCE:**

- The Pleders Course and Advocacy Course
- Experience working in a law office desirable
- Strong analytical and research skills;
- Strong Advocacy skills;
- Excellent communication skills both spoken and written, including the ability to produce a variety of written materials in a clear and concise style;
- Ability to manage time and prioritise work under pressure of frequent, multiple and tight deadlines;
- Computer literate;
- Ability to work as part of a team;
- Self-motivated, punctual and be able to work with limited supervision.
- Must be able to maintain high levels of confidentiality at all times

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday, 10<sup>th</sup> November 2023**.

DATED this 19<sup>th</sup> day of October, 2023

**IPIA GADABU**  
**ACTING CHIEF SECRETARY**

G.N.No. 1230/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF JUSTICE & BORDER CONTROL**  
*(Intellectual Property)*

**POSITION** : Paralegal Intellectual Property  
**SALARY** : Band 9.1 - \$19,113 per annum

**PRIMARY PURPOSE OF ROLE:**

- Support the pleader (Intellectual property) by conducting research on the laws on intellectual property;
- Keeping a database of all registers in trademarks and patents; and

G.N.No. 1230/2023 (Cont'd)

To undertake all duties required in the Intellectual Property Division within the Department of Justice and Border Control.

**DUTIES/RESPONSIBILITIES:**

- To develop and maintain a culture of improvement within the Intellectual Property Division.
- To maintain the organisation of registers.
- Undertake any instruction by the Registrar of Trademarks or Registrar of Patents and the Pleader (Intellectual Property) and to provide assistance as is required or necessary.
- Carry out legal research on matters involving intellectual property
- To ensure that the register of Trademarks and the Register of Patents are maintained and updated regularly.
- To keep the details of applicants and applicants confidential.
- To assist the Pleader (Intellectual Property) in respect of office management, file management, case management and database record keeping.
- To organize his or her work and responsibilities within the Intellectual property Division.
- To carry out any other relevant work that may be directed by the Secretary for Justice and Border Control and the Pleader (Intellectual property) from time to time.

**QUALIFICATIONS & EXPERIENCE:**

- High school certificate
- Good verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Good computer proficiency and literacy
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. Computer literate

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday 17<sup>th</sup> November, 2023.**

DATED this 1<sup>st</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**

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G.N.No. 1231/2023

**PUBLIC SERVICE ACT 2016**  
**VACANCY: SECTION 22**

**DEPARTMENT OF PEOPLE WITH DISABILITY**  
*(Secretariat)*

**POSITION** : Assistant Director  
**SALARY** : Band 9.1 - \$19,113 per annum

**PRIMARY PURPOSE OF ROLE:**

This role organizes and plans Skills development 1) Training and Work Experience Programs for students with disabilities in preparation for work opportunities after leaving school; 2) establish an effective system in connection with TVET and other work places for student placements; 3) responsible in managing and overseeing progress of Integration Programs; 4) focus on disability – inclusive vocational training and access to employment related services; 5) UN Convention on the Rights of People with Disabilities 2006 and 6) the Department Strategic goals to be achieved; 7) provide assistance in budget preparation and monitoring; 8) help with the AOP development; 9) help with the annual report production; 10) assist with high level meetings, specifically when meetings are running concurrently;

**DUTIES/RESPONSIBILITIES:**

Assist Director in:

1. Establishing a reliable system with TVET and other work organisations for skills development training and work experiences for students with disabilities
2. Ensure an effective transitional system is established for student access to vocational training and work facilities
3. Establish an effective support system to ensure students' progress
4. Develop Integration programs that suits individual student capabilities, talents and interests
5. Monitor student progress for reporting and intervention where necessary
6. Develop Intervention programs for students at risk
7. Offer advice or assist in the development of policies and procedures to guide provision of Integration programs within TVET and other work places
8. Work closely with TVET and other work organizations for the provisions of reasonable accommodation in the training and work environment
9. Provide update reports on progress to the Director
10. Collect data re student attendance and performance; for reporting and further coaching to improve student performances
11. Assist in Budgetary formalities
12. Assist with compilation and formulation in the department's annual report or monthly report as required by the Secretary for Education;
13. Adhere to the Public Service Act 2016 and other relevant policies; perform any other duties compatible with the position as directed by the Director; and the Department Secretary.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum year 12 in Nauru, and or any other tertiary level certificate and or degree achieved locally or abroad
- Minimum of one year working with students with special needs
- Able to handle students with special needs

Applications should be lodged to the Secretary for Corporate Services stating name, age, qualifications and curriculum vitae with supporting references and any other relevant attachments no later than **5:00pm, Friday, 17<sup>th</sup> November 2023.**

DATED this 2<sup>nd</sup> day of November, 2023

**MICHAEL ANGELO DIMAPILIS**  
**ACTING CHIEF SECRETARY**